

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: DECEMBER 1, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
THOMAS
TAYLOR
LOEB
MCDEVITT
WOOD

COMMITTEE MEMBER ABSENT:

SUPERVISOR CHAMPAGNE

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:

BARBARA TAGGART, ADMINISTRATOR

BETSY HENKEL, COMPTROLLER

SUSAN BARTHOLOMEW, DIRECTOR OF NURSING

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES

SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION

GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION

TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR

TAWN DRISCOLL, FISCAL MANAGER

FREDERICK MONROE, CHAIRMAN

PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISORS STEC

STRAINER

TODD LUNT, DIRECTOR OF HUMAN RESOURCES

KATHY BARRIE, PERSONNEL OFFICER

DON LEHMAN, *THE POST STAR*

CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Taggart requested to reclassify one vacant RN2 (Registered Nurse 2) position, base salary of \$42,082 to a Health Information Manager position, base salary of \$42,082. She explained the job duties of the Facility would be reorganized to allow the Health Information Manager to assume the majority of the clerical and legal paperwork currently completed by Nurses. She noted the Health Information Manager would be certified to work on medical records and the position would be beneficial to the Facility. Susan Bartholomew, Director of Nursing, stated the Nurses currently completed numerous non-nursing duties and the reclassification would allow them more time to complete their professional duties.

Following a brief discussion, motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the request to reclassify the position as outlined and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart requested a contract with Hudson Headwaters Health Network (HHHN) to provide physical examinations for new employees of Westmount Health Facility at a rate of \$90 per employee for a term commencing January 1, 2011 and terminating December 31, 2012.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to authorize the contract with HHHN as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Taggart requested a contract with HHHN to provide a Medical Director position plus an additional rounding time of up to 2.5 hours per week for a term commencing January 1, 2011 and terminating December 31, 2011 for a total amount not to exceed \$28,000. Mr. Taylor inquired as to the meaning of rounding time and Ms. Taggart replied the terminology simply meant that a second physician would fill in for the Medical Director in his absence up to 2.5 hours per week. Mr. Loeb asked if the contract amount had increased from 2010 and Betsy Henkel, Comptroller, replied the contract reflected a \$500 increase. Brief discussion ensued.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to authorize the contract with HHHN as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Taggart requested a contract with HHHN to provide bi-weekly clinician on-call night coverage commencing January 1, 2011 and terminating December 31, 2012 at a rate of \$29 per night. Mr. Loeb asked for clarification and Ms. Taggart explained a fee of \$29 twice a week would be paid for the purpose of retaining the services of an on-call physician during the evening hours. She noted the fee had increased \$1.50 per night compared to 2010.

Following a brief discussion, motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to authorize the contract with HHHN as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Taggart requested a contract with B & L Control Services, Inc. to supply chemical products to Westmount Health Facility's evaporative coolers, water condensers and recirculators for both cold and hot water systems for a term commencing January 1, 2011 and terminating December 31, 2012 for a total amount not to exceed \$2,690 per year. Mr. Loeb asked if this was an annual contract and Ms. Taggart replied affirmatively noting there was an increase of \$75 from 2010.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to authorize the contract with B & L Control Services, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Taggart requested authorization to adopt and electronically execute a Compliance Program for Westmount Health Facility consisting of the Compliance Manual; the Compliance Protocols; and the appropriate written policies and procedures affecting any risk areas in the Facility's operations. Ms. Taggart explained the Corporate Compliance Policy ensured the Facility followed applicable laws and standards and she noted the only change to the Policy had been to name Betsy Henkel, Comptroller, as the Corporate Compliance Officer. Mr. Loeb inquired as to the electronic execution and Ms. Henkel explained they were able to adopt and certify the Policy electronically and as of 2009 this was required annually. Ms. Henkel said she had copies of the Policy for any members of the Committee who wanted one and noted the Policy was available on the Westmount Health Facility landing page of the Warren County website.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Taggart requested a transfer of funds totaling \$510 to cover shortfalls in overtime due to coverage for recent holidays and sick leave incentives.

Motion was made by Mr. Loeb, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Taggart requested authorization to accept the donation from Mr. and Mrs. Nicholas Caimano of a 26" High Definition television with cabinet, valued at \$200.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to accept the donation as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Bartholomew reported the staffing levels of the Facility, as follows: one vacant RN position on the 7:00 a.m. to 3:00 p.m. shift; one vacant LPN (Licensed Practical Nurse) position and one CNA (Certified Nursing Assistant) on medical leave on the 3:00 p.m. to 11:00 p.m. shift; and one LPN on disability on the 11:00 p.m. to 7:00 a.m. She said they were reviewing applications for the vacant positions. She advised the Facility had more than adequate coverage on the 11:00 a.m. to 7:00 p.m. shift and were slightly understaffed on the 3:00 p.m. to 11:00 p.m. shift; therefore, she continued, the vacant positions were being shifted to ensure all shifts were adequately staffed.

Referring to the salary comparison included in the agenda packet, Ms. Taggart advised salaries were within budget for 2010. Mr. Geraghty pointed out that there was an increase of 39.96% in overtime for 2010 compared to 2009 and he stated the percentage was unusually high. Ms. Henkel explained the overtime and part-time salary increases were due to coverage for vacant positions which was evidenced in the decrease in regular salaries and she added, holiday pay also attributed to an increase in overtime salaries.

Ms. Taggart apprised the Social Worker at Westmount Health Facility had resigned two weeks prior in order to accept a position at another facility with a salary increase of \$8,000 to \$9,000 per year. She said the Social Worker position had a base salary of \$34,776 which was equivalent to \$16.72 per hour compared to the average of \$24 per hour at other facilities. She advised they had advertised for the vacant position and had received nine applications; however, she added, experienced Social Workers were unwilling to accept the position due to the low salary and were requesting a salary of \$24 per hour. She said the Social Worker position required specific training and experience and the employee was required to pass a pre-admission screening imposed at the Facility. She added a potential candidate should be familiar with the reimbursement systems utilized at Westmount Health Facility and the Minimum Data Set System. She advised she was working with Kathy Barrie, Personnel Officer, to update the Social Worker job description.

Todd Lunt, Human Resources Director, explained he had met with Ms. Barrie, Ms. Taggart and Paul Dusek, County Attorney/Administrator, to discuss the job description for this position. He said he had determined the base salary for the Social Worker position in Washington County was

\$35,000 and in Saratoga County the base salary was \$42,000 to \$45,000. He suggested the job description for the position be revised as necessary prior to increasing the base salary. Mr. Geraghty asked if the nine applicants were aware of the base salary of \$34,776 and Ms. Taggart replied the base salary had not been advertised.

Following further discussion, Mr. Dusek recommended a part-time temporary contracted position of Social Worker in order for the Facility to remain in compliance while the job description and base salary for the full-time permanent position were determined. He noted Ms. Barrie could assist in creating a temporary title for the position and the resolution would authorize an hourly rate not to exceed \$24 per hour. He added the person who accepted the part-time temporary position would do so with the understanding that the position would be terminated once the full-time permanent position was filled. He said Civil Service Law stated the temporary part-time position could not exceed 90 days; however, he added, there was the possibility of renewing for an additional 90 days.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to authorize a temporary part-time Social Worker or Consulting position for up to 24 hours per week at a rate not to exceed \$24 per hour, effective upon approval and subject to termination upon training a permanent full-time employee, not to exceed 90 days.

Ms. Taggart requested a Revenue Anticipation Note (RAN) not to exceed \$1 million, in anticipation of the Federal upper payment limit funds. She said the RAN had been advised by the Treasurer's Office in order to cover expenditures in anticipation of the Federal funds.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the request for a RAN not to exceed \$1 million as outlined and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Taggart announced that a Proclamation would be presented at the December 17, 2010 Board meeting to Dr. Spitzer in appreciation of his 40 years of service to Westmount Health Facility. She noted Dr. Spitzer and his family would be present at the Board meeting, as well as key members of the Westmount Health Facility staff.

This concluded the Westmount Health Facility portion of the Committee meeting. Ms. Henkel and Ms. Taggart exited the meeting and the representatives from the Health Services Department entered the meeting at 10:19 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer welcomed Mrs. Wood as a member of the Committee and invited her to tour the Health Services Office at her convenience.

Ms. Auer requested to ratify the actions of the Chairman of the Board in executing a Unified Ancillary Provider Agreement with Capital District Physicians Health Plan (CDPHP) to allow reimbursement for services provided to patients involved in a new initiative, targeted towards reducing hospital re-admissions of patients with specific diagnoses. She explained CDPHP had requested the execution of the contract immediately in order to begin referring patients who met the program criteria to the Public Health Department.

Motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested authorization for out-of-State travel to allow Kathleen Meath, PHN (Public Health Nurse), to attend the 2011 National Immunization Conference to be held on March 28-31, 2011 in Washington, D.C. Ms. Auer advised the costs of conference fees, travel, lodging and meals were covered by the NYSACHO (New York State Association of County Health Officials). She noted the most recent information regarding vaccines would be presented at the conference.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request for out-of-State travel as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to renew the current contract with Greater Adirondack Home Aides Inc. to provide Home Health Aide and Personal Care Aide services for a term commencing January 1, 2011 and terminating December 31, 2011 with no increase in rates.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to renew the contract with Greater Adirondack Home Aides, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to renew the current contract with North Country Home Services, Inc. to provide Home Health Aide services for a term commencing January 1, 2011 and terminating December 31, 2011 at a rate of \$25.36 per hour. She explained there was an increase of \$.50 per hour compared to the 2010 rate; however, she added, North Country Home Services, Inc. was the only agency under contract in the northern part of the County. She added the increased cost to the County would not be significant as there were only six clients who received services from the agency in 2010. Ms. Auer noted the rates for Personal Care Aides would not be determined until the agency received their Medicaid rates for 2011 and she advised she would submit a separate request to renew that portion of the contract at a later date.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to renew the contract with North Country Home Services, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to renew the contractual agreement with Upper Hudson Primary Care Consortium to allow continuation of the Adirondack Rural Health Network Initiative and retain an updated Community Health Assessment, in the amount not to exceed \$5,000 payable semiannually, upon receipt of updated documentation for the project. She noted there was no increase in the cost of the contract.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to renew the contract with Upper Hudson Primary Care Consortium as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to appoint and reappoint members to the Professional Advisory Committee for a term commencing January 1, 2011 and terminating December 31, 2011. She advised the establishment of the Committee was a New York State Department of Health (NYS DOH) regulation and the only change was to add Christie Sabo as the Director of the Office for the Aging.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to appoint and reappoint members to the Professional Advisory Committee as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to reappoint the members to the Local Early Intervention Coordinating Council for a term commencing January 1, 2011 and terminating December 31, 2011. She said this Council was also a NYS DOH regulation and there were no changes in the membership.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to reappoint the members to the Local Early Intervention Coordinating Council as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to renew current contracts to provide Home Health Aide and Personal Care Aide services for a term commencing January 1, 2011 and terminating December 31, 2011, as follows:

- ▶ with ENS Health Care Management LLC d/b/a Interim Health Care of New York at a rate of \$19 per hour for Home Health Aide and Personal Care Aide services and \$18.75 per hour for Housekeeper services; and
- ▶ with the Visiting Nurse Association of Albany at a rate of \$21.30 per hour for Home Health Aide services and \$20.78 per hour for Personal Care Aide services.

Ms. Auer noted there were slight increases to all rates; however, she added, Interim Health Care of New York had not increased their rates in 2010 and this was the first rate increase from the Visiting Nurse Association of Albany since 2008. Mr. Loeb questioned the Housekeeper services and Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, replied that the offering of Housekeeper services was a regulation of retaining a Medicaid license; however, she added, the service was rarely utilized.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously authorize renewal of the contracts as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested to award the contract for Medicaid and Medicare Cost Report auditing services to Bonadio & Co., LLP in an amount not to exceed \$5,000 for 2010; \$5,400 for 2011; and \$5,900 for 2012. She mentioned Bonadio & Co., LLP had been the lowest responsible bidder derived from the Request for Proposal and had significant experience in performing these types of audits.

Motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to award the contract for Medicaid and Medicare Cost Report auditing services to Bonadio & Co., LLP as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Ms. Auer requested authorization to fill the vacant position of Public Health Nurse, base salary of \$43,150 due to resignation. She said the position was not mandated; however, she added, it was revenue generating and necessary in order to meet patient care needs.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the request fill the vacant position as outlined and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Auer requested to adopt the Warren County Corporate Compliance Policy in a form approved by the County Attorney.

Motion was made by Mr. Loeb and seconded by Mr. Thomas to adopt the Warren County Corporate Compliance Policy in a form approved by the County Attorney.

Mr. Loeb questioned the wording of one of the statements in the Policy, as follows: "If any person applies or receives public assistance, including Medicaid, by intentionally making false or misleading statements or intending to do so, the needs of the individual or that of his family cannot be taken into account for the purpose of determining his or her needs for the next six months." It was determined that Patricia Nenninger, Second Assistant County Attorney, was best qualified to answer the inquiry and her attendance at the meeting was requested.

Mrs. Nenninger entered the meeting at 10:34 a.m. and the question was reiterated.

Mrs. Nenninger explained the language was necessary in the Policy and related to a summary of the laws. In answer to a question pertaining to denial of services to a child if their parent made a false claim, Mrs. Nenninger responded the law had provisions which protected the innocent in need of services who were not a party to the fraud.

Following a brief discussion, Mr. Sokol called the question and the motion was carried unanimously to adopt the Warren County Corporate Compliance Policy in a form approved by the County Attorney. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 17, 2010 Board meeting.*

Pertaining to the Report on Revenue and Expenditures for 2010 as of November 24, 2010, Tawn Driscoll, Fiscal Manager, reported the Department was under budget and revenues were at a level that was expected for this time of year. She added salaries were under budget and had decreased when compared to 2009. Regarding contractual expenses, Ms. Driscoll stated Early Intervention and Preschool expenses for October through December were not reflected in the report. She noted billing for October in the amount of \$421,172.10 had been closed as of November 30, 2010 for the CHHA (Certified Home Health Agency); LTC (Long Term Care); and MCH (Maternal Child Health) Programs.

Ms. Driscoll requested a transfer of funds totaling \$1,950 between various accounts in order to cover possible end of the year expenses in several programs.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Auer noted a Report on Free and Reduced Care had been included in the agenda packet.

Mr. McDevitt commented that Susan Hughes, of Community Maternity Services (CMS) had addressed the Social Services Committee at the November 24, 2010 meeting regarding services provided to pregnant, parenting and at risk people under age 21 and he noted that Sheila Weaver, Commissioner of the Department of Social Services (DSS), had reported that the DSS handled very few of these cases. He asked if services were being provided as needed and Ms. Auer responded the services were being provided; however, she added, some teenagers, age 17 and up, did not feel they needed the services which were available to them.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Loeb and seconded by Mr. Thomas, Mr. Sokol adjourned the meeting at 10:47 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist